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## **CITY OF HOUSTON**

# **Job Posting**

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification **PLANNER Posting Number** PN# 109987 Department PLANNING AND DEVELOPMENT **NEIGHBORHOODS** Division

Section 611 WALKER 6TH FLOOR Reporting Location

Workdays & Hours M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Works closely with residents and community stakeholders through Super Neighborhood Councils and community based organizations to identify and prioritize important local issues, develop neighborhood action plans and assist in implementing those plans to ensure sustained positive change. Work on developing leadership capabilities among neighborhood residents and foster leadership networks to empower communities to achieve neighborhood improvement goals, through Super Neighborhood Councils and their partners, contacts with local organizations/groups, local stakeholders and regular contact with applicable city departments. Develop creative ideas and facilitate the development of strategies to address concerns through Neighborhood Project Institutes that address a variety of concerns including: coordinating city services, community economic and housing revitalization, emergency preparedness, and transportation.

### 10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

### MINIMUM EDUCATIONAL REQUIREMENTS 11

Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.

### 12 MINIMUM EXPERIENCE REQUIREMENTS

No experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering or closely related field and two (2) years of related experience may be substituted for the education requirement.

### MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

### 14

Experience in community development, community outreach, project management, group facilitation and team leadership. The ability to establish effective working relationships with diverse groups/organizations. Experience in problem solving using a wide range of creative and comprehensive strategies to work towards an established goal. Basic knowledge of GIS. Fluent in the Spanish language (written and oral).

### 15 SELECTION/SKILLS TESTS REQUIRED

#### 16 **SAFETY IMPACT POSITION** Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

### **17 SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The average salary range is:

**Salary Range - Pay Grade 16** \$1,242 - \$1,548.47 Biweekly \$32,292 - \$40 \$32,292 - \$40,248 Annually

18 **OPENING DATE** May 24, 2006

19 **CLOSING DATE** Open Until Filled

#### 20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. For application status inquiries, please call 9713) 837-7744. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is 713-837-9471.

An equal opportunity employer